

~~SECRET~~

CONFIDENTIAL

4 May 1962

COMPTROLLER INSTRUCTION NO. 64, Amendment No. 1

SUBJECT : General - Clearances

Specific - Determination and Settlement Of  
Financial Responsibilities Of Agency  
Personnel Upon Separation

1. To facilitate settlements to individuals separating from the Agency and thereby avoid excessive delays in closing retirement records and perhaps causing personal hardship to the individual, paragraph 5 of Comptroller Instruction No. 64 is amended to read as follows:

5. PROCEDURES GENERAL

"a. Action shall be initiated promptly by the Clearance Officers of the Fiscal and/or Finance Division upon receipt of any information indicating a separation of an individual. The clearance shall include as many of the following steps as necessary, to be executed in the sequence most convenient:

- (1) Examine all records on payroll, leave, and advances of funds. Obtain documents needed, including time and attendance reports, accountings for advances, and any other information which will affect the clearance determination.
- (2) Determine that all pertinent information has been examined.
- (3) Request suspension of all payments to the individual including salary, if necessary, pending a determination of an amount of indebtedness and the method of settlement to be applied.

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S © 2612  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 2/2/77

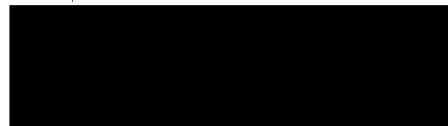
~~SECRET~~

~~SECRET~~

CONFIDENTIAL

- (4) Recommend for approval by the Chief of the Division, when appropriate, that an amount be withheld as required to off-set any actual or potential indebtedness and that a tentative settlement be made promptly to the separating individual of any balance due him. Notify the appropriate payroll office when such action has been approved and tentative settlement made so that the retirement records may be processed to the Civil Service Commission even though the granting of full and final clearance may be deferred pending further action.
- (5) Negotiate settlement of any indebtedness.
- (6) Follow up to verify recovery or other disposition of any amounts of indebtedness including determinations by appropriate authority or action concerning any amount withheld as provided in paragraph 5a (3) above and as appropriate, pay the individual any amount which no longer is required to off-set an indebtedness to the Agency.
- (7) Approve the final clearance, as appropriate."

2. Each holder of Comptroller Instruction No. 64 is requested to mark paragraph 5 of his copy to indicate this revision.



25X1A

Deputy Comptroller

~~SECRET~~